



## ARMY FEE ASSISTANCE

### Request for Army Fee Assistance Benefit to be Placed in an INACTIVE STATUS

The Army Fee Assistance Program allows a Sponsor's case to be placed in an **INACTIVE STATUS** for up to 90 days. During this period of time, the Sponsor is still considered a qualifying participant in the Program; however no Fee Assistance payments are issued on the Sponsor's behalf.

I \_\_\_\_\_ am requesting that my Army Fee  
*Printed name of Qualifying Army Sponsor*

Assistance Benefit is placed in an **INACTIVE STATUS** for the following child/children:

|                                   |                                     |
|-----------------------------------|-------------------------------------|
| _____<br><i>Child's Full Name</i> | _____<br><i>Date of Birth (DOB)</i> |
| _____<br><i>Child's Full Name</i> | _____<br><i>Date of Birth (DOB)</i> |
| _____<br><i>Child's Full Name</i> | _____<br><i>Date of Birth (DOB)</i> |

By signing below, I authorize the GSA Subsidy Administration Section to **INACTIVATE** my case and cease making Army Fee Assistance Payments to my qualifying child care

provider effective \_\_\_\_\_.  
*Enter final date of payment/care for your current provider*

I understand that my benefit will be placed in an **INACTIVE STATUS** as of the date listed above and that I can only remain in the program for **90 days**. If after 90 days I do not return to an **ACTIVE STATUS**, I will be officially removed from the program and will be responsible for any and all child care costs once I have been officially removed.

I further understand that once I have been officially removed from the program, that I MAY reapply for Army Fee Assistance at any time in the future and that I will be required to complete the application process in its entirety, including submission of all forms, etc.

\_\_\_\_\_  
*Signature of Qualifying Army Sponsor / Last 4 of SSN*

\_\_\_\_\_  
*Date*

